

# **BUDGET AND CONTROL BOARD POLICY FOR OBTAINING BUILDING CONDITION ASSESSMENTS FOR STATE BUILDING ACQUISITIONS**

## **POLICY STATEMENT**

It is the policy of the Budget and Control Board that a decision to acquire an existing building intended to be occupied by state employees or the public shall be supported by an assessment of the current condition of the building and its suitability for its proposed use(s). Any agency proposing to acquire a building shall first obtain or develop a Phase I Building Condition Assessment for State Building Acquisitions on the subject building prior to submitting its request for acquisition to the Board.

## **GUIDELINES FOR OBTAINING BUILDING CONDITION ASSESSMENTS**

All Building Condition Assessments shall be made under the following guidelines:

1. The Office of State Engineer shall recommend one or more firms to provide these services for a period of one to three years, at which time the process of requalification will be repeated.
2. The agency head shall give due consideration to the assessment being conducted by a professional architect, professional engineer, and/or other qualified specialist in the field of building condition assessments, as recommended by the Office of State Engineer, or may determine the assessment can be conducted internally.
3. The costs of acquiring all assessments shall be the responsibility of the agency proposing to acquire the building.
4. The complete assessment report shall be furnished by the agency to the State Engineer, who will provide the results to Capital Budgeting and the Budget and Control Board for their consideration in the decision making process.

## **CRITERIA FOR BUILDING CONDITION ASSESSMENTS**

1. All Building Condition Assessments obtained under this policy shall be done so in accordance with the current codes adopted by the Office of State Engineer.
2. Upon completion of the Phase I assessment, a report will be submitted in the form of Table of Contents and Report Format for Phase I Building Condition Assessments for State Building Acquisitions (next page).
3. The report submitted at the completion of the Phase I assessment may include a professional opinion as to whether the building appears to be code compliant for its existing and proposed use(s), or, if not, provide specific recommendations for detailed investigations to be carried out in a Phase II assessment. The report shall also include an estimated cost to perform the recommended Phase II assessment, if any.
4. In the event the Phase I assessment indicates that the building is not code compliant, the State Engineer may require the agency to obtain the recommended Phase II assessment.
5. The Phase II assessment shall provide a summary of work and preliminary cost estimate of work required to make the building compliant with the current codes.
6. The State Engineer may provide a recommendation along with the assessment(s) to be submitted to Capital Budgeting for inclusion with the acquisition request. The recommendation will be based, in part, on the results of the assessments obtained under this policy.

**TABLE OF CONTENTS AND  
REPORT FORMAT FOR PHASE I BUILDING CONDITION  
ASSESSMENTS FOR STATE BUILDING ACQUISITIONS**

- |   |   |
|---|---|
| <b>A.</b> Cover Sheet (to include Agency Name, Building Name, Report Date and Contact Person.)  | <b>F.</b> Investigations and Evaluations of Systems For Functionality and Compliance with Applicable Codes:               |
| <b>B.</b> Table of Contents   | <b>1.</b> Plumbing  |
| <b>C.</b> Introduction  | <b>2.</b> Fire Protection   |
| <b>1.</b> Purpose   | <b>3.</b> HVAC  |
| <b>2.</b> Special Terms and Conditions  | <b>4.</b> Electrical/Communications   |
| <b>3.</b> Limitations and Exceptions of Assessment  | <b>5.</b> Structural/Seismic  |
| <b>D.</b> Site Description  | <b>6.</b> Building Accessibility  |
| <b>1.</b> Location and Legal Description (including, but not limited to, zoning, historic designation and utilities)                                | <b>G.</b> Evaluations in Accordance with the International Existing Building Code (including Building Code Summary Sheet) |
| <b>2.</b> Site and Vicinity Characteristics (including, but not limited to, any standing or flowing water, known soil conditions, earthquake zone.) | <b>H.</b> Any Other Conditions of Concern   |
| <b>3.</b> Building Description (including, but not limited to, area, height, year constructed, year any additions were built.)                      | <b>I.</b> Findings and Conclusions (including recommendation for Phase II Assessment, if any, and associated costs)       |
| <b>4.</b> Current Uses and Occupancy of the Building/Property   | <b>J.</b> Signatures of those performing the Building Condition Assessment  |
| <b>5.</b> Assessed Value of the Building  | <b>K.</b> Qualifications of those performing the Building Condition Assessment  |
| <b>E.</b> Suspected Presence of Hazardous Materials   | <b>L.</b> Optional Appendices (for example):  |
| <b>1.</b> Type of Hazardous Material  | <b>1.</b> Other Plans, Figures, and Photographs   |
| <b>2.</b> Justification for suspected presence.   | <b>2.</b> Contract between User and those performing the Building Condition Assessment.                                   |

**Each item in the above Table of Contents should be addressed on each report. If the item is not applicable, or no information is available for the report, include the section title and then write "Not Applicable" or "No Information Available" below the title.**